

Term	Definition	Grade Levels	Strands
Host	The name given to a computer directly connected to the Internet. Host computers are associated with computer networks, online services, or bulletin board systems.	2-8	T
Pictogram	Pictures used to create a bar graph chart	2-8	SS
Print	To put what is on the computer screen on paper. It creates a paper copy of the document created on the computer.	2-8	ALL
Retrieve	Open a saved document.	2-8	DB
Sort	Arranging information in a specific order (usually ascending and descending).	2-8	DB, SS
Storyboard	A graphic organizer used for planning and developing a multimedia report/presentation. The contents, layout, and formatting of each card/slide and the linking together of the cards/slides.	2-8	MM
Telecommunication	The act of sending and receiving information, such as data, text, pictures, voice, and video. The exchange of information can be within a building or around the globe.	2-8	T
Word wrap	This occurs when you get to the end of a line and continue typing the text will then go to the next line.	2-8	DTP
Active cell	The thick-bordered cell where you can enter numbers or formulas in a spreadsheet.	3-8	SS
Alignment	How your text conforms to the left and right margins of a page. The text can be right-aligned, centered, left-aligned, or fully-aligned/justified.	3-8	ALL
Application	Program or software.	3-8	SI
Axis	A feature of a chart, on which you can plot numbers. The horizontal line is called the X-axis, and the vertical line is called the Y-axis.	3-8	SS
Bold	A style of text that makes a letter or word darker and thicker to stand out in a document.	3-8	DTP
Button bar	A little box on your screen that you click on with your mouse to accomplish a task. Most buttons contain small pictures (icons) that display what they do, such as a small printer that can be clicked on to print a document.	3-8	MM, T
Cell	The space at the intersection of a row and column in a spreadsheet.	3-8	SS
Circle graph	A picture showing the relationship of two or more sets of data using a circle.	3-8	SS
Column	The vertical divisions in a spreadsheet that are named with an alphabetical letter	3-8	SS
Copy	To make an exact copy of information in your document, so you can place in order to duplicate it in a new location.	3-8	ALL
Credits	To give reference to the creator and source of the information used in a presentation.	3-8	SI
Edit	To make changes in a document or presentation.	3-8	DTP